

12 March 1979

Classification Review Procedure

CRP 79-20

STAMPING REVIEW CLASSIFICATION ON MULTI-PAGE DOCUMENTS

1. Stamping the review classification on each page of multipage documents is time-consuming. Therefore, the following extract from earlier NSC guidance on page markings will prevail in CRG:

"The overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked or stamped at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, on the back page, and on the outside of the back cover (if any). To the extent practicable each interior page of a document that is not permanently bound shall be conspicuously marked or stamped at the top and bottom..."

2. The "extent practicable" mentioned above is to be interpreted with a common sense approach. For example, there will be no problem with most finished intelligence, which has a cover and title page and is relatively securely bound. Materials without a cover and/or title page and with few pages should have all pages stamped if there are only three or four pages. If there are more pages, then those between the first and last pages need not be stamped unless the condition of the document or its binding indicates that the pages may come apart, or if the nature of the document is such that it is likely to receive much handling in the future.



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